



HIGH RISK BASEMENT APPROVAL PACKET

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BASEMENT APPROVAL PACKET FOR HIGH RISK DRAINAGE PROBLEM AREAS

There is Storm water Control Ordinances in affect, which may control the installation of basements in certain areas of the City. Those ordinances contain restrictions on the construction and drainage of basements, among other requirements. This packet provides the following information:

- The process to follow to obtain a permit for building a basement,
- The Ordinance Requirements regarding basements, and
- The necessary forms.

Approval Process:

Prior to receiving a building permit:

The owner/applicant must submit the following information to the City of Liberty Lake, Planning and Community Development Department.

1. A copy of the site-specific **geotechnical investigation report** prepared by a civil engineer with experience in geotechnical engineering, currently licensed in the State of Washington.

The geotechnical report should include, at a minimum:

1. The date of site investigations(s), depth(s) to groundwater and date(s) of observation, description of soil column, description and location of surface drainage features, source(s) of referenced geotechnical and hydrogeologic information about the site and the surrounding area, as well as conclusions and recommendations regarding the construction of a basement on the site. The report should also include any special design recommendations for the basement dictated by the geotechnical investigation.
2. A copy of the **basement design**, prepared by an architect or civil engineer, currently licensed in the State of Washington. The design submittal should clearly state what design and construction measures are required to prevent the entry of surface water and groundwater. The design should identify the discharge point of groundwater drains, if used. (Discharge may not enter public road, public right-of-way, sanitary sewer system or surrounding properties.) The design must meet the requirements of the ordinance and must include any measures recommended by the geotechnical investigation (#1, above).
3. A copy of the recorded **Title Notice** language. (Form attached)
4. A copy of the **inspection agreements**, signed by the Owner, Contractor (Builder), and design architect or engineer (#2, above). (Forms attached)

Prior to receiving final inspection or Certificate of Occupancy:

The owner/applicant must submit the following to the Liberty Lake, Planning and Community Development Department:

1. Copies of all required reports, record drawings, and inspector's verification of construction.

Ordinance Requirements

The Storm Water Control Ordinance requires that the lowest finished or unfinished floor level of any structure, or addition thereto, shall be elevated a minimum of 12-inches above the highest elevation of finished grade. Finished Grade shall be defined as the elevation of an imaginary line located a distance of 5-feet (60-in) (1.524-m) from the perimeter of the foundation of the structure. The structure shall meet all International Building Code (IBC) requirements for drainage and slope setback. Slab-on-finished grade construction is exempt from this paragraph.

Basements, other floor levels, useable or habitable space, or space with appliances or equipment, hereinafter referred to as basement, shall not be permitted below this floor level, unless the following steps are taken:

1. Site specific geotechnical analysis will be required by a civil engineer, currently licensed in the State of Washington, with experience in geotechnical engineering. The geotechnical engineer shall consider readily

available subsurface information for surrounding properties in the evaluation of the feasibility of the construction of basements or useable or habitable space below the first story of the proposed structure.

2. The basement shall be designed by an architect or a civil engineer, currently licensed in the State of Washington, to prevent the intrusion of surface water and groundwater. The design shall include current standards of practice and technology (e.g. French-drains, sealant, and positive drainage away from the structure), and the recommendations of the geotechnical engineer. The design architect or engineer shall conduct a special inspection of the basement construction to verify it is constructed as designed.
3. The property owner shall prepare and file with the County Auditor, a notice to be placed on the title of the property. The notice shall include the legal description, tax parcel number, and address of the property. The notice shall take the form of a signed affidavit by the property owner and shall include the following information:
 - a. That the property is in a potential high groundwater area, and
 - b. That measures have been taken to prevent water from entering this basement and;
 - c. That copies of said measures have been provided for Liberty Lake Planning and Community Development Department Building Permit files.

The document shall also include a release of liability running to Liberty Lake in conjunction with its issuance of a building permit on the property, to include a basement, as designed under the Ordinance and item (2) herein above.

These requirements do not preclude or remove the requirements from any other applicable laws and regulations.

Definitions

Special Inspector: A Professional Engineer or Architect, licensed in the State of Washington and his authorized agents, hired by the Owner to provide quality control testing and inspection services.

Owner: The person or company who owns the property sponsoring the project.

Contractor: The person or company hired by the Owner to construct design measures that will prevent the entry of surface and/or subsurface waters into a below grade basement, useable or habitable space.

Accepted Plans: Design plans which are prepared, stamped, and signed by an Engineer or Architect, currently licensed in the State of Washington. The design measures are intended to prevent the entry of surface and/or subsurface waters into a below grade basement, useable or habitable space. Planning and Community Development Staff and the City's Engineer will review the plans.

Design Engineer or Architect: The Engineer or Architect of Record for the design of measures to prevent the entry of surface and/or subsurface waters. The Engineer or Architect must be currently licensed in the State of Washington.

General Conditions

The Owner, Contractor, and Special Inspector are to perform their respective duties in a cooperative manner, to insure that the drainage facilities are constructed in accordance with the Accepted Plans.

The Agreements contained in this packet shall be signed by the Contractor, Owner, and Special Inspector, prior to issuance of a building permit.

After recording, mail original to Owner:

TITLE NOTICE

Description of property:

Legal description: _____

Parcel number(s): _____

Address of property: _____

I hereby certify that I am the OWNER of the above-described property. As owner, I hereby request that the following notice be placed on the Title of the above-described property, and that said notice shall run with the land:

1. This property is located in a potential high-groundwater area, and
2. Measures have been taken to prevent water from entering this basement. Copies of said measures have been provided for Liberty Lake Planning and Community Development Department file number: _____ (Permit file number)

I hereby execute a release of liability running to Liberty Lake in conjunction with its issuance of a building permit on the property, to include a basement, as designed by an Architect and/or Engineer for the prevention of Storm water control and mitigation around the basement of said residence. This release of liability shall constitute a covenant running with the land, and shall bind my heirs, assigns, and successors in interest.

Property Owner Name _____ (Please Print)

Co-Owner Name _____ (Please Print)

Property Owner's Signature _____ Date _____

Co-Owner's Signature _____ Date _____

STATE OF WASHINGTON)
) ss:
CITY OF LIBERTY LAKE)

Notary: Signed and sworn to before me this _____ day of _____, 20_____

Notary Public in and for the State of Washington

Residing at: _____

My Appointment Expires: _____

Project Address _____ S _____ T _____ R _____

Project Owner _____

Building Permit Number _____

Pursuant to County Resolutions 0-0610 and 0-0558, as amended, the owner's Engineer or Architect has submitted design measures that prevent the entry of surface and/or subsurface waters (into a below grade basement, useable or habitable space). The above-referenced project requires special inspection of those design measures, as described below:

(Insert a brief description of the design and/or measures that will be utilized to prevent the entry of water, i.e. construction technique, specified materials, etc., or attach a copy of the geotechnical investigation and design measures. Describe when these measures are to be implemented in the building process.)

The purpose of this special inspection is to verify that the drainage measures are constructed in substantial conformance with the accepted plans, and that the measures will function as intended.

Basement Inspection Agreement

PART 1. OWNER REQUIREMENTS

1. Prior to construction of basement(s), the Owner agrees to employ an Architect or Civil Engineer, currently licensed in the State of Washington, for the purpose of being a Special Inspector of the construction activities for the design measures accepted for construction.
2. For coordination purposes, the Owner shall provide the Contractor with the name and phone number of the Special Inspector; and the Owner shall provide the Special Inspector with the name and phone number of the Contractor.
3. The Owner shall aid the Special Inspector in being present on the site when required. The Owner shall also aid the Special Inspector in submitting final reports, testing data, and Record Drawings to the City of Liberty Lake, Planning and Community Development Department.
4. The Owner shall help to facilitate the correction of any deficient aspects of the design measures.
5. The Owner shall read and understand the Contractor's and Special Inspector's portions of this Agreement.
6. The Owner acknowledges that he/she will not receive a Certificate of Occupancy until deficient aspects of the construction are corrected, and the Record Drawings are accepted by the City of Liberty Lake, Planning and Community Development Department.

OWNER: _____

ADDRESS: _____

PHONE NUMBER: _____ DATE: _____

BY: _____
(Print Name) (Authorized Signature)

PART 2. CONTRACTOR (BUILDER) REQUIREMENTS

1. The Contractor shall provide the Special Inspector two working days notice prior to performing any construction activity that will require inspection by the Special Inspector.
2. Activities that will require inspection include, but will not be limited to:
 - a. Placement of the foundation; location, depth, materials used.
 - b. Placement of fill for drainage areas.
 - c. Finish grading; installation of sod, seeding, landscaping, and irrigation systems; final cleanup.
 - d. Other items, as listed in "Exhibit A."
3. The Contractor is responsible for reviewing the approved plans for additional activities that require inspection by the Special Inspector.
4. The Contractor shall correct any deficiencies in the work, as noted by the Special Inspector, in a timely fashion.
5. The Contractor shall notify the Owner, the Special Inspector, The City of Liberty Lake Planning and Community Development Department and the Design Engineer immediately of any unexpected site conditions. Unexpected site conditions are those that would prevent the construction of the improvements as designed, or which would adversely affect the performance of the designed measures.
6. The Contractor shall read and understand the Owner's and Special Inspector's portions of this Agreement.

CONTRACTOR: _____

ADDRESS: _____

PHONE NUMBER: _____ DATE: _____

BY: _____
(Print Name) (Authorized Signature)

PART 3. SPECIAL INSPECTOR REQUIREMENTS

1. The Special Inspector shall perform job site inspection, materials testing and quality control services to verify that construction meets the design criteria specified to prevent the entry of surface and/or subsurface waters (into a below grade basement, useable or habitable space). The Special Inspector shall also verify that the construction is:
 - a. In accordance with the applicable Liberty Lake Codes and regulations,
 - b. As intended in the design, and
 - c. As shown on the Accepted Plans.
2. The Special Inspector must be an Architect or Civil Engineer, currently licensed in the State of Washington.
3. The Special Inspector has the responsibility of being present on the site when notified by the Contractor that work will be performed that requires inspection.
4. The Special Inspector shall initial and date the Inspection Record Card each time that inspection work is performed at the site.
5. The Special Inspector shall use the Accepted Plans, as defined previously, for overseeing the construction of the drainage facilities.
6. Examples of inspection duties include, but are not limited to:
 - a. Inspection during excavation and construction of the foundation.
 - b. Inspection of the placement of any waterproofing application.
 - c. Observation of the placement of sod, seed, landscaping, and irrigation systems to verify that these items meet specifications and that they do not interfere with or harm the design measures or intended protection of the below grade basement from water impacts.
 - d. Inspection during installation of roof drains to verify there is positive drainage away from the area of concern.
 - e. Inspection of any sub-surface drainage system (e.g. French Drain).
 - f. Inspection of final grade to verify positive drainage away from the area of concern.
 - g. Other items of concern as listed in Exhibit 'A', which is attached.
7. The Special Inspector shall notify the Contractor, Owner, Design Engineer and the City of Liberty Lake Planning and Community Development Department immediately, if unexpected conditions are encountered that would prevent the proper construction of the improvements, or that would negatively affect the operation of the drainage facilities.
8. Any field modifications to the Accepted Plans must be submitted to the Design Engineer for approval prior to construction of the modifications.
9. Copies of all reports shall be submitted by the Special Inspector to the City of Liberty Lake Planning and Community Development Department as inspections are performed.
10. Prior to the issuance of a Certificate of Occupancy or Final Inspection, the Special Inspector shall submit inspection reports, lab reports, and Record Drawings to the City of Liberty Lake Planning and Community Development Department. The Record Drawings shall be stamped and signed by the Special Inspector, with the following statement placed adjacent or near the Professionals stamp:

I _____ of _____ inspected the basement, useable or habitable space, during its construction and find that the construction conforms to the submitted design measures to prevent the entry of surface and/or subsurface waters. I further find that groundwater drains, if used, do not discharge to public road or right-of-way, to sanitary sewer, or to surrounding properties. I swear under penalty of perjury that the above statement is true.

(Special Inspector Signature)

(Date)

11. The Special Inspector shall read and understand the Contractor's and Owner's portions of this Agreement.

SPECIAL INSPECTION FIRM: _____ DATE: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

SPECIAL INSPECTOR: _____
(Print Name) (Signature)

STATE OF WA. PROFESSIONAL ENGINEERS OR ARCHITECTS LICENSE NO. _____

Basement Inspection Agreement

PART 2. ADDITIONAL REQUIREMENTS

Exhibit 'A'

Additional items, which require inspection for this project, are listed below: